

## ELEMENTARY K-5 CERTIFICATE OF ELIGIBILITY

### **TO AVOID DELAYS:**

1. Apply online at <http://www.nj.gov/education/educators/license/tcis/>
2. **After applying online, please submit ALL necessary documentation together IN A SINGLE PACKET to the NJ DOE.** For this certificate, you will need to submit the oath of allegiance/verification of accuracy form available under “Forms and Documents” on our website AND official transcripts. If possible, please have transcripts sent to you first and then forward them in the [sealed envelope\(s\)](#) together with any other documents.
3. Please put your tracking number OR your Social Security number on all documents that you send us.

**In order to be eligible for the Certificate of Eligibility (CE), you will need to apply and meet the following requirements:**

#### **Degree Requirement**

- A minimum of a bachelor’s degree is required for New Jersey professional educator certification.

#### **Regional Accreditation**

- New Jersey requires that all course work/degree appear on a regionally accredited, four year college or university. The following accreditation associations are approved by the State of New Jersey:

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| 1. <u>Middle States Association of Colleges and Schools;</u> | 4. <u>Northwest Association of School and Colleges;</u>     |
| 2. <u>New England Association of Schools and Colleges;</u>   | 5. <u>Southern Association of Colleges and Schools; and</u> |
| 3. <u>North Central Association of Colleges and Schools;</u> | 6. <u>Western Association of School and Colleges.</u>       |

#### **Cumulative GPA Requirement**

- New Jersey requires that candidates for certification achieve a cumulative GPA of at least 2.75 when a GPA of 4.00 equals an A grade for students graduating on or after September 1, 2004 (2.50 for students graduating before September 1<sup>st</sup>, 2004) in a baccalaureate degree program, higher degree program or a State-approved post-baccalaureate certification program with a minimum of 13 semester-hour credits. If your transcript does NOT outline a GPA, please contact your college registrar to send an official letter stating the cumulative GPA upon completion of your bachelor’s, master’s, or State-approved post-baccalaureate certification program.

#### **Subject Matter Preparation**

- For certification as an elementary school teacher, completion of a major in the liberal arts, sciences, or a minimum of 60 liberal arts credits is required. A “Liberal arts major” means any college major **such as** philosophy, history, literature, sociology, science, mathematics, or world language that is intended primarily to provide general knowledge and to develop an individual’s general intellectual capacities to reason and evaluate, as opposed to professional or vocational skills. The New Jersey Department of Education will make the final determination as to which courses will be counted towards liberal arts study. **All credits must appear on a regionally accredited 4-year college/university transcript. If courses are taken at a community college, those credits must be transferred to a regionally accredited 4-year college transcript.**

#### **Test Requirement**

- Please go to <http://www.nj.gov/education/educators/license/1112.pdf> for testing details. Official scores must be presented directly from Educational Testing Service to the NJ Department of Education. Only official scores are accepted. Coding the Department of Education (R7666) and your Social Security number on your test score report avoids delay in certificate issuance.

#### **Physiology and Hygiene Requirement**

- This may be completed by presenting evidence of basic military training, OR by completing a course such as biology, health or nutrition that appears on a regionally accredited 4-year college or university transcript, OR by completing a

35 question True/False test administered in the county office of education. Please go to <http://www.nj.gov/education/educators/license/county.htm> in order to contact a county office of education.

**FEE INFORMATION:** *As of January 8<sup>th</sup>, 2008, fees have been raised. Please go to <http://www.nj.gov/education/educators/license/fees.pdf> for more details.* The current cost of the certificate is \$190. If you apply and are denied, you will be charged a fee of \$70. ***Please be advised that all fees, including money left on file, are nonrefundable.***

**\*\*I have read the requirements above and have applied. What are the next steps?**

1. You may check your application status online at any time:  
[https://www6.state.nj.us/DOE\\_TCIS\\_ASC/pages/appStatusSearch.jsp](https://www6.state.nj.us/DOE_TCIS_ASC/pages/appStatusSearch.jsp) Once all your application materials have been received and uploaded, the status of your application should change from INCOMPLETE to IN PROCESS. Please allow up to 15 days from the time that you send your application materials for the status to change to IN PROCESS. Once your application is IN PROCESS, please allow for an **8 to 12 week response time** depending on the type of certificate you apply for and the time of year that you apply. **Summer is the busiest time of year with correspondingly longer waiting periods.**
2. If you are eligible for the certificate, you will receive the certificate in the mail. If you are not eligible, an official evaluation will be sent to you via email. In order to update your email address on TCIS, please RE-REGISTER on TCIS. This applies to applicants who have already created a user id.